


# TUITION REFUND PROCESSING CHECK LIST



- ☐ Tuition Refund Application filled out correctly and in its entirety
- ☐ Tuition Refund Application received no later than 30 days from receipt of grades.
- ☐ DPR verifies employee meets criteria for refund.  
Please circle appropriate area(s)
  - a. Employee has been employed for six (6) months or more/13 pay periods of full time employment with the County.
  - b. Employee has a satisfactory or higher rating on overall performance evaluation for six months prior to application for refund.
  - c. Employee has not received a performance evaluation/supporting documentation stating satisfactory performance from employee's supervisor.
  - c. Employee with less than satisfactory rating on six months evaluation is doing coursework related to his/her specific areas of weak performance.
- ☐ DPR completes "Section B"  

  - ❖ County related
  - ❖ Coursework approval
- ☐ Documentation attached:
  - Receipt of payment for coursework (must indicate if grants, financial aid and/or loans were received for payment of coursework).
  - Documentation of grades received for coursework
- ☐ Tuition Refund Application, receipt for payment of tuition, and documentation of grades forwarded to Director or designee for approval.
- ☐ Tuition Refund Application with supporting documentation forwarded to Administrative Services for processing on\_\_\_\_\_

Date

Completed by\_\_\_\_\_

# REFUND ↻

50% refund of tuition cost

QUESTIONS	YES	NO	REMARKS
<b>Administrative Leave</b> granted to take a course during working hours.		✓	
<b>Audit Fees</b>		✓	
<b>Certification Programs</b> at accredited institution related directly to career opportunities with Miami-Dade County	✓		
<b>Coursework</b> taken during working hours.		* ✓	*Unless Director approves annual, holiday or compensatory time.
<b>Degree Programs</b> at accredited institution related directly to career opportunities within Miami-Dade County	✓		
<b>Educational Leave</b>		✓	
<b>Fellowships Funding</b>		* ✓	Refund of 50% of tuition costs <b>after</b> Fellowship Funding assistance has been applied to tuition costs.
<b>Grade “C”</b> or higher is entitled to tuition refund.	✓		
<b>Grants received</b>		* ✓	Refund of 50% of tuition costs <b>after</b> Grants received have been applied to tuition costs.
<b>INSTRUCTIONAL MATERIALS (Books, Video etc)</b>		✓	
<b>Lab Fees</b>	✓		
<b>On-line Internet Courses &amp; Programs</b> provided by accredited <b>FLORIDA BASED</b> educational institutions.	✓		
<b>On-line Internet Courses &amp; Programs - Non-Florida Based</b>	*	*	*Reviewed on a case-by-case basis.
<b>Plus Fees</b>	✓		<b>Fees that are related to registration.</b>
<b>Veteran’s Benefits</b>		*✓	*Refund of 50% of tuition costs <b>after</b> Veteran’s benefit has been applied to tuition costs.